

# SUMMARY OF POSITION RECLASSIFICATION REQUESTS INCLUDED IN THE 2007-08 PROPOSED BUDGET

These actions are subject to Classification review. Human Resources has conducted initial or complete studies on all of these actions and generally concurs with the requests. After final review, Human Resources may recommend minor changes without returning to the Board for approval. Such changes are limited to classifications at the same or lower salary as the Requested Classification.

| Dept  | Position Number | Filled Y/N | CURRENT                        |                     |           |                             | REQUESTED                      |                          |           |                             | DIFFERENCE   |            |
|---|-----------------|------------|--------------------------------|---------------------|-----------|-----------------------------|--------------------------------|--------------------------|-----------|-----------------------------|--------------|------------|
|   |                 |            | Classification                 | Representation Unit | Pay Grade | Pay Range beginning 6-23-07 | Classification                 | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |            |
| <b>GENERAL FUND</b>   |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
| <b>County Counsel</b>   |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00094343        | Y          | Deputy County Counsel IV       | Extra Help          | 84        | \$103,334 - \$132,309       | Deputy County Counsel IV       | Exempt                   | 84        | \$103,334 - \$132,309       | \$0 -        | \$0        |
| County Counsel is requesting the reclassification of an extra help Deputy County Counsel IV to a regular Deputy County Counsel IV to assist with workload and the reduction in hours of a current retiree.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
| <b>Human Resources</b>  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00004187        | Y          | Human Resources Division Chief | Exempt              | 77        | \$86,944 - \$111,342        | Human Resources Division Chief | Exempt                   | 80        | \$93,704 - \$119,891        | \$6,760 -    | \$8,549    |
| The Department is requesting an equity adjustment for the Human Resources Division Chief position from a pay grade 77 to pay grade 80 based on additional duties resulting from a combination of recruitment, testing, and classification functions.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00004211        | N          | Employee Relations Chief       | Exempt              | 80        | \$93,704 - \$119,891        | Labor Negotiator               | Exempt                   | 80        | \$93,704 - \$119,891        | \$0 -        | \$0        |
| The Department is requesting the reclassification of an Employee Relations Chief to a Labor Negotiator (new classification) to oversee negotiations with 16 different bargaining groups. The Department is also requesting an equity adjustment for the Employee Relations Chief from paygrade 85 to paygrade 80 due to the removal of primary negotiation duties which will be given to the Labor Negotiator position. |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00005498        | Y          | Human Resources Analyst II     | Exempt              | 65        | \$64,792 - \$82,784         | Systems Procedures Analyst I   | Admin. Services          | 63        | \$61,672 - \$78,790         | (\$3,120) -  | (\$3,994)  |
| The Department is requesting the reclassification of a Human Resources Analyst II to a Systems Procedures Analyst I for workload needs within the EMACS program.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00013189        | Y          | Systems Procedures Analyst II  | Admin. Services     | 67        | \$68,016 - \$86,944         | Human Resources Analyst II     | Exempt                   | 65        | \$64,792 - \$82,784         | (\$3,224) -  | (\$4,160)  |
| The Department is requesting the reclassification of a Systems Procedures Analyst II to a Human Resources Analyst II to manage the EMACS program.   |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00073303        | Y          | Human Resources Analyst I      | Exempt              | 58        | \$54,642 - \$69,742         | Personnel Technician           | Technical and Inspection | 41        | \$30,046 - \$46,030         | (\$18,595) - | (\$23,712) |
| The Department is requesting the reclassification of a Human Resources Analyst I to a Personnel Technician for the Western Region Item Bank program.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00073813        | N          | Fiscal Assistant               | Clerical            | 31        | \$28,267 - \$36,046         | Secretary I                    | Clerical                 | 35        | \$31,158 - \$39,728         | \$2,891 -    | \$3,682    |
| The Department is requesting the reclassification of a Fiscal Assistant to a Secretary I for the Support Services Section to provide daily administrative support.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00078275        | Y          | Human Resources Officer III    | Exempt              | 74        | \$90,704 - \$103,334        | Employee Relations Chief       | Exempt                   | 80        | \$93,704 - \$119,891        | \$13,000 -   | \$16,557   |
| The Department is requesting the reclassification of a Human Resources Officer III to an Employee Relations Chief to supervise the daily operations of the Employee Relations Division. The Department is also requesting an equity adjustment for the Employee Relations Chief from paygrade 85 to paygrade 80 due to the removal of primary negotiation duties which will be given to the Labor Negotiator position.  |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
| <b>Purchasing</b>   |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |
|   | 00007857        | Y          | Business Systems Analyst II    | Admin. Services     | 63        | \$61,672 - \$78,790         | Business Systems Analyst III   | Admin. Services          | 67        | \$68,016 - \$86,944         | \$6,344 -    | \$8,154    |
| The department is requesting the reclassification of a Business Systems Analyst II to a Business Systems Analyst III to manage complex projects, keep abreast with the advancement of information technology enabling the department to operate effectively, and facilitate future projects to include NEW FAS, the Travel Office Initiative, and the Surplus Property Website.   |                 |            |                                |                     |           |                             |                                |                          |           |                             |              |            |

| Dept                           | Position Number  | Filled Y/N | CURRENT                       |                          |           |                             | REQUESTED                     |                          |           |                             | DIFFERENCE            |  |
|--------------------------------|--|------------|-------------------------------|--------------------------|-----------|-----------------------------|-------------------------------|--------------------------|-----------|-----------------------------|-----------------------|--|
|                                |  |            | Classification                | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | Classification                | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range          |  |
| Public Health                  | 00006470   | N          | Storekeeper II D              | Craft, Labor, Trade      | 32        | \$28,954 - \$36,941         | Storekeeper                   | Craft, Labor, Trade      | 25        | \$24,378 - \$31,158         | (\$4,576) - (\$5,782) |  |
|                                | The Department is requesting the reclassification of a Storekeeper II D to a Storekeeper in order to better align the classification with the duties of the position.  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
|                                | 00012794   | N          | Clinic Supervisor-PH          | Supervisory Nurse        | 61        | \$58,698 - \$75,026         | Quality Management Specialist | Admin. Services          | 58        | \$54,642 - \$69,742         | (\$4,056) - (\$5,283) |  |
|                                | The Department is requesting the reclassification of a Clinic Supervisor to a Quality Management Specialist in order to better align the classification with the duties and responsibilities of the position. These duties include the monitoring of health services delivery in accordance with State, Federal and other regulatory requirements.   |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Public Health                  | 00014900   | N          | Office Assistant IV           | Clerical                 | 33        | \$29,661 - \$37,856         | Supervising Office Assistant  | Supervisory              | 37        | \$32,718 - \$41,787         | \$3,058 - \$3,931     |  |
|                                | The Department is requesting the reclassification of a Office Assistant IV to a Supervising Office assistant in order to accommodate the higher level of supervision required for this program, including coordination of expanded caseload and orientation training of new staff.   |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
|                                | 00016986   | Y          | Public Health Division Chief  | Exempt                   | 80        | \$93,704 - \$119,891        | Chief Financial Officer       | Exempt                   | 82        | \$98,384 - \$125,923        | \$4,680 - \$6,032     |  |
|                                | The Department is requesting the reclassification of a Public Health Division Chief to a Chief Financial Officer in order to better align the classification with the actual duties and responsibilities of the position. These duties include management and coordination of all financial and budgetary operations and development of fiscal policy and procedures for the Department, which will require specific knowledge regarding accounting and regulatory requirements. |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| California Children's Services |  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| California Children's Services | 00077411   | N          | CCS Physician Consultant      | Professional             | 83        | \$100,818 - \$129,106       | Medical Director (CCS)        | Professional             | 85        | \$105,914 - \$135,616       | \$5,096 - \$6,510     |  |
|                                | California Children's Services is requesting the reclassification of a CCS Physician Consultant to a Medical Director (CCS) to provide medical guidance to the physician, nursing staff, therapists, and program manager. This position will supervise one CCS Physician Consultant and one Office Assistant III.  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Economic Development           |  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Economic Development           | 00074619   | N          | Staff Analyst II              | Admin. Services          | 56        | \$52,021 - \$66,373         | Event Coordinator             | Admin. Svcs.             | 56        | \$52,021 - \$66,373         | \$0 - \$0             |  |
|                                | The Department is requesting the reclassification of a Staff Analyst II to an Event Coordinator (new classification) in order to correctly define the job description for the duties assigned to this position.  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Economic Development           | 00074886   | N          | Office Assistant II           | Clerical                 | 27        | \$25,646 - \$32,718         | Office Assistant III          | Clerical                 | 31        | \$28,267 - \$36,046         | \$2,621 - \$3,328     |  |
|                                | The Department is requesting the reclassification of an Office Assistant II to an Office Assistant III due to the problem the department has experienced trying to get qualified applicants.   |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Auditor-Controller/Recorder    |  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Auditor-Controller/Recorder    | 00075390   | N          | Office Assistant III          | Clerical                 | 31        | \$28,267 - \$36,046         | Archives/Records Technician   | Technical and Inspection | 35        | \$31,158 - \$39,728         | \$2,891 - \$3,682     |  |
|                                | The Auditor-Controller/Recorder is requesting the reclassification of an Office Assistant III to an Archives/Records Technician due to the expansion of the County Archives program and the need for additional support. This position may require specialized training and/or education in restoring and preserving county records and making them available to the public.   |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Auditor-Controller/Recorder    | 00077894   | N          | Records Management Technician | Technical and Inspection | 30        | \$27,539 - \$35,152         | Archives/Records Technician   | Technical and Inspection | 35        | \$31,158 - \$39,728         | \$3,619 - \$4,576     |  |
|                                | The Auditor-Controller/Recorder is requesting the reclassification of a Records Management Technician to an Archives/Records Technician due to the expansion of the County Archives program and the need for additional support. This position may require specialized training and/or education in restoring and preserving county records and making them available to the public.   |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |
| Auditor-Controller/Recorder    | 00077895   | N          | Records Management Supervisor | Supervisory              | 49        | \$43,846 - \$55,931         | Archives/Records Analyst      | Admin. Services          | 58        | \$54,642 - \$69,742         | \$10,795 - \$13,811   |  |
|                                | The Auditor-Controller/Recorder is requesting the reclassification of a Records Management Supervisor to an Archives/Records Analyst due to the expansion of the County Archives program and the need for additional support. This position may require specialized training and/or education in restoring and preserving county records and making them available to the public.  |            |                               |                          |           |                             |                               |                          |           |                             |                       |  |

| Dept  | Position Number | Filled Y/N | CURRENT                                   |                              |           |                             | REQUESTED                                 |                              |           |                             | DIFFERENCE   |             |
|---|-----------------|------------|---|------------------------------|-----------|-----------------------------|---|------------------------------|-----------|-----------------------------|--------------|-------------|
|   |                 |            | Classification                            | Representation Unit          | Pay Grade | Pay Range beginning 6-23-07 | Classification                            | Representation Unit          | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |             |
| <b>Human Services - Administrative Claim</b>  |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00004098        | Y          | <b>Children's Network Officer</b>         | Exempt                       | 67        | \$68,016 - \$86,944         | <b>Children's Network Officer</b>         | Exempt                       | 69        | \$71,448 - \$91,395         | \$3,432      | - \$4,451   |
| Human Services - Administrative Claim requests an equity adjustment for a Children's Network Officer from paygrade 67 to paygrade 69 based on expanded duties of the position. The scope of work for this position has expanded in recent years to encompass an intergovernmental component (a County-City partnership), which is accountable to the Board of Supervisors and the Mayor's Office in the City of San Bernardino.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00004379        | Y          | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 57        | \$53,269 - \$68,016         | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 60        | \$57,304 - \$73,278         | \$4,035      | - \$5,262   |
|   | 00009935        | Y          | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 57        | \$53,269 - \$68,016         | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 60        | \$57,304 - \$73,278         | \$4,035      | - \$5,262   |
|   | 000070320       | Y          | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 67        | \$53,269 - \$68,016         | <b>Supervising HSS Program Specialist</b> | Supervisory                  | 60        | \$57,304 - \$73,278         | \$4,035      | - \$5,262   |
| Human Services - Administrative Claim requests an equity adjustment for 3.0 Supervising HSS Program Specialist from paygrade 57 to paygrade 60 because classifications that are supervised by the Supervising HSS Program Specialist have received equity adjustments in recent years that have brought them to within 1 paygrade of the classification. The equity adjustment is also requested due to the increased workload and responsibilities of these positions. |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
| <b>Sheriff</b>  |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00077511        | N          | <b>Office Assistant II</b>                | Extra Help/Recurrent         | 27        | \$25,646 - \$32,718         | <b>Office Assistant II</b>                | Clerical                     | 27        | \$25,646 - \$32,718         | \$0          | - \$0       |
|   | 00077512        | Y          | <b>Office Assistant II</b>                | Extra Help/Recurrent         | 27        | \$25,646 - \$32,718         | <b>Office Assistant II</b>                | Clerical                     | 27        | \$25,646 - \$32,718         | \$0          | - \$0       |
| The Sheriff's Department is requesting the reclassification of 2.0 extra help/recurrent Office Assistant II to regular Office Assistant II to accommodate workload in the Narcotics division.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00001269        | Y          | <b>Sheriff's Sergeant Resident</b>        | Safety Management - Sergeant | 25        | \$66,206 - \$92,082         | <b>Sheriff's Sergeant</b>                 | Safety Management - Sergeant | 25        | \$66,206 - \$92,082         | \$0          | - \$0       |
| The Sheriff's Department is requesting the reclassification of a Sheriff's Sergeant Resident to Sheriff's Sergeant due to the fact that a Sergeant Resident is no longer needed in the Victor Valley area due to the extensive development and population growth in the area.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
| <b>Architecture and Engineering</b>   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00004044        | Y          | <b>Secretary I</b>                        | Clerical                     | 35        | \$31,158 - \$39,728         | <b>Office Specialist</b>                  | Clerical                     | 35        | \$31,158 - \$39,728         | \$0          | - \$0       |
| The Department is requesting the reclassification of a Secretary I to an Office Specialist to better align the classification with actual duties of the position, which includes document retrieval and filing in the department's plan room.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00076364        | N          | <b>Engineering Technician I</b>           | Technical and Inspection     | 34        | \$30,326 - \$38,792         | <b>Office Assistant III</b>               | Clerical                     | 31        | \$28,267 - \$36,046         | (\$2,059)    | - (\$2,746) |
| The Department is requesting the reclassification of an Engineering Technician I to an Office Assistant III to ensure project files are maintained accurately and timely.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
| <b>Regional Parks</b>   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00012987        | Y          | <b>Executive Secretary II</b>             | Exempt                       | 45        | \$39,728 - \$50,752         | <b>Executive Secretary III</b>            | Exempt                       | 48        | \$42,765 - \$54,642         | \$3,037      | - \$3,890   |
| Regional Parks is requesting the reclassification of an Executive Secretary II to an Executive Secretary III due to the expanded duties of this position. This position currently has the added task of acting as the liaison for the department at conferences and meetings.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00073420        | Y          | <b>Office Assistant II</b>                | Clerical                     | 27        | \$25,646 - \$32,718         | <b>Office Assistant III</b>               | Clerical                     | 31        | \$28,267 - \$36,046         | \$2,621      | - \$3,328   |
| Regional Parks is requesting the reclassification of an Office Assistant II to an Office Assistant III due to the expanded duties of this position. This position is currently responsible for being the lead office staff member at Moabi Regional Park.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00077956        | Y          | <b>General Services Worker II</b>         | Craft, Labor, and Trade      | 12        | \$17,763 - \$22,672         | <b>Park Ranger II</b>                     | Craft, Labor, and Trade      | 42        | \$36,941 - \$47,154         | \$19,178     | - \$24,482  |
|   | 00077964        | N          | <b>General Services Worker II</b>         | Craft, Labor, and Trade      | 12        | \$17,763 - \$22,672         | <b>Park Ranger II</b>                     | Craft, Labor, and Trade      | 42        | \$36,941 - \$47,154         | \$19,178     | - \$24,482  |
| Regional Parks is requesting the reclassification of a General Services Worker II to a Park Ranger II to better align the classification with the duties of the position. Positions are now responsible for performing park ranger duties at Lake Gregory and Calico Ghost Town Regional Parks.   |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |
|   | 00077957        | Y          | <b>General Services Worker II</b>         | Craft, Labor, and Trade      | 12        | \$17,763 - \$22,672         | <b>Office Assistant II</b>                | Clerical                     | 27        | \$25,646 - \$32,718         | \$7,883      | - \$10,045  |
| Regional Parks is requesting the reclassification of a General Services Worker II to an Office Assistant II due to the expanded duties of this position. This position is now responsible for performing clerical functions of the department.  |                 |            |   |                              |           |                             |   |                              |           |                             |              |             |



| Dept   | Position Number | Filled Y/N | CURRENT                       |                           |           |                             | REQUESTED                     |                           |           |                             | DIFFERENCE   |          |
|--|-----------------|------------|-------------------------------|---------------------------|-----------|-----------------------------|-------------------------------|---------------------------|-----------|-----------------------------|--------------|----------|
|  |                 |            | Classification                | Representation Unit       | Pay Grade | Pay Range beginning 6-23-07 | Classification                | Representation Unit       | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |          |
| PROBATION  |                 |            |                               |                           |           |                             |                               |                           |           |                             |              |          |
|  | 00002407        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070516        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070517        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070518        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070519        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070522        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00070523        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00071087        | N          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
|  | 00071089        | Y          | Prob Corrections Officer 12HR | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$0 -        | \$0      |
| The Department is requesting reclassification of 9.0 Probation Corrections Officer 12 HR to Probation Corrections Officers due to the closure of Camp Heart Bar. These 12 hour positions will be moving from Camp Heart Bar to other programs. |                 |            |                               |                           |           |                             |                               |                           |           |                             |              |          |
|  | 00003945        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003946        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003948        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003951        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003953        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003954        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003955        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003956        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003958        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00003959        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00005458        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00009974        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00010711        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016187        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016189        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016190        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016191        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016192        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |
|  | 00016196        | Y          | PCO Transitional from PNCO    | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755 -    | \$12,501 |



| Dept | Position Number | Filled Y/N | CURRENT                    |                           |           |                             | REQUESTED                     |                           |           |                             | DIFFERENCE   |            |
|------|-----------------|------------|----------------------------|---------------------------|-----------|-----------------------------|-------------------------------|---------------------------|-----------|-----------------------------|--------------|------------|
|      |                 |            | Classification             | Representation Unit       | Pay Grade | Pay Range beginning 6-23-07 | Classification                | Representation Unit       | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |            |
|      | 00016197        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00016203        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00016204        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00017025        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00017026        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00017027        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00017028        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00070527        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00070529        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00077304        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00077305        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00079924        | Y          | PCO Transitional from PNCO | Specialized Peace Officer | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Specialized Peace Officer | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00079971        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00095321        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00095323        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00095324        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00095326        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |
|      | 00095499        | Y          | PCO Transitional from PNCO | Recurrent                 | 35X       | \$31,699 - \$40,394         | Probation Corrections Officer | Recurrent                 | 46X       | \$41,454 - \$52,894         | \$9,755      | - \$12,501 |

The Department's requested reclassification of 37.0 PCO Transitional from PNCO to Probation Corrections Officers is following Board approval of item #87 on January 24, 2006, which provided the department with a methodology to create a single class of employees to supervise minors.





| Dept  | Position Number | Filled Y/N | CURRENT                           |                          |           |                             | REQUESTED                     |                          |           |                             | DIFFERENCE   |            |
|---|-----------------|------------|-----------------------------------|--------------------------|-----------|-----------------------------|-------------------------------|--------------------------|-----------|-----------------------------|--------------|------------|
|   |                 |            | Classification                    | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | Classification                | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |            |
| OTHER FUNDS   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
| Employee Benefits and Services  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00000778        | Y          | Human Resources Officer II        | Exempt                   | 71        | \$75,026 - \$95,992         | Human Resources Analyst III   | Exempt                   | 71        | \$75,026 - \$95,992         | \$0 -        | \$0        |
| The Department is requesting the reclassification of a Human Resources Officer II to a Human Resources Analyst III to assist the Employee Benefits Chief with daily operations and strategic planning.  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00015785        | N          | Human Resources Analyst I         | Exempt                   | 58        | \$54,642 - \$69,742         | Supervising Office Specialist | Supervisory              | 43        | \$37,856 - \$48,360         | (\$16,786) - | (\$21,382) |
|   | 00072434        | Y          | Human Resources Analyst I         | Extra Help               | 58        | \$54,642 - \$69,742         | Supervising Office Specialist | Supervisory              | 43        | \$37,856 - \$48,360         | (\$16,786) - | (\$21,382) |
| The Department is requesting the reclassification of a 2.0 Human Resources Analyst I positions to Supervising Office Specialist positions to supervise daily operations of Office Specialists within the unit and better align job functions with classification. |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
| Information Services - Computer Operations  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00076501        | Y          | IT Account Representative I       | Admin. Services          | 63        | \$61,672 - \$78,790         | IT Account Representative II  | Admin. Services          | 67        | \$68,016 - \$86,944         | \$6,344 -    | \$8,154    |
| Information Services - Computer Operations requests the reclassification of an IT Account Representative I to an IT Account Representative II as the skill and responsibility needed for this positions has increased.  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00091162        | Y          | Office Assistant II               | Extra Help               | 27        | \$25,646 - \$32,718         | Office Assistant II           | Clerical                 | 27        | \$25,646 - \$32,718         | \$0 -        | \$0        |
| Computer Operations requests the requests the reclassification of an extra help Office Assistant II to regular status to manage ongoing workload needs.   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
| Information Services - Network Services   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00016676        | Y          | Communications Technician II      | Technical and Inspection | 51        | \$46,030 - \$58,698         | Communications Technician III | Technical and Inspection | 54        | \$49,504 - \$63,211         | \$3,474 -    | \$4,514    |
| Information Services - Network Services requests the reclassification of a Communications Technician II to a Communications Technician III due to the higher level of skill and responsibility needed to perform the duties of this position.                     |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00000632        | N          | Help Desk Technician II           | Technical and Inspection | 42        | \$36,941 - \$47,154         | IT Technical Assistant II     | Technical and Inspection | 42        | \$36,941 - \$47,154         | \$0 -        | \$0        |
| Network Services requests the reclassification of a Help Desk Technician II to an IT Technical Assistant II to realign job title with function.   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00012730        | N          | Office Assistant II               | Clerical                 | 27        | \$25,646 - \$32,718         | Fiscal Specialist             | Clerical                 | 35        | \$31,158 - \$39,728         | \$5,512 -    | \$7,010    |
| Network Services requests the reclassification of an Office Assistant II to a Fiscal Specialist due to a change in job duties and requirements.   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
| Risk Management - Operations  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00002669        | Y          | Supervising Liability Claims Rep. | Supervisory              | 62        | \$60,174 - \$76,960         | Claims Manager                | Management               | 65        | \$64,792 - \$82,784         | \$4,618 -    | \$5,824    |
| Risk Management requests the reclassification of a Supervising Liability Claims Representative to a Claims Manager (a new classification) to reflect additional management roles assumed by the position.   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00007381        | Y          | Supervising Workers Comp Adjuster | Supervisory              | 62        | \$60,174 - \$76,960         | Claims Manager                | Management               | 65        | \$64,792 - \$82,784         | \$4,618 -    | \$5,824    |
| Risk Management requests the reclassification of a Supervising Workers Comp Adjuster to a Claims Manager (a new classification) to reflect additional management roles assumed by the position.   |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |
|   | 00008016        | N          | Fiscal Assistant                  | Clerical                 | 31        | \$28,267 - \$36,046         | Payroll Specialist            | Clerical                 | 33        | \$29,661 - \$37,856         | \$1,394 -    | \$1,810    |
| Risk Management requests the reclassification of a Fiscal Assistant to a Payroll Specialist to manage the department's payroll functions previously performed by the Human Resources Department.  |                 |            |                                   |                          |           |                             |                               |                          |           |                             |              |            |



| Dept  | Position Number | Filled Y/N | CURRENT                           |                          |           |                             | REQUESTED                          |                          |           |                             | DIFFERENCE   |           |
|---|-----------------|------------|-----------------------------------|--------------------------|-----------|-----------------------------|------------------------------------|--------------------------|-----------|-----------------------------|--------------|-----------|
|   |                 |            | Classification                    | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | Classification                     | Representation Unit      | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range |           |
| Purchasing - Surplus Property & Storage Operations  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 0000690         | Y          | Stores Specialist                 | Craft, Labor, Trade      | 32        | \$28,954 - \$36,941         | Stores Supervisor I                | Supervisory              | 32        | \$28,954 - \$36,941         | \$0 -        | \$0       |
| The department is requesting the reclassification of a Stores Specialist to a Store Supervisor I in order to align the classification with the position's duties. Duties will require this position to make decisions and accurately answer county department and vendor questions and oversee surplus property issuance and receiving, storage for departments, printer cartridge and steel/metal recycling, on-line auctions, barcode inventory, and Community Based Organization (CBO) surplus property sales.   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
| Purchasing - Printing Services  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00002336        | Y          | Graphic Designer I                | Technical and Inspection | 41        | \$36,046 - \$46,030         | Graphic Designer II                | Technical and Inspection | 45        | \$39,728 - \$50,752         | \$3,682 -    | \$4,722   |
|   | 00005254        | N          | Graphic Designer I                | Technical and Inspection | 41        | \$36,046 - \$46,030         | Graphic Designer II                | Technical and Inspection | 45        | \$39,728 - \$50,752         | \$3,682 -    | \$4,722   |
|   | 00005255        | Y          | Graphic Designer I                | Technical and Inspection | 41        | \$36,046 - \$46,030         | Graphic Designer II                | Technical and Inspection | 45        | \$39,728 - \$50,752         | \$3,682 -    | \$4,722   |
| The department is requesting the reclassification of 3.0 Graphic Designer I positions to Graphic Designer II positions to reflect the higher level of duties assigned. The position has progressed to that of a Graphic Designer II to include web design and marketing for outside agencies. These positions act as a liaison with advertising firms that handle advertising and marketing media for County departments, and they deal with high end County customers such as the Board of Supervisors, County Administrative Office, and Economic Development Agency. |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00004157        | Y          | Reproduction Equipment Operator I | Craft, Labor, Trade      | 33        | \$29,661 - \$37,856         | Reproduction Equipment Operator II | Craft, Labor, Trade      | 36        | \$31,949 - \$40,747         | \$2,288 -    | \$2,891   |
| The department is requesting the reclassification of a Reproduction Equipment Operator I to Reproduction Equipment Operator II due to increased duties associated with the position. Such duties include estimating the costs of services, maintaining logs in MS Access and Excel on the computer, and working with vendors. Additionally, there is an expectation of a higher level of workmanship and proficiency with printing jobs and equipment.  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00081236        | Y          | Fiscal Assistant                  | Clerical                 | 31        | \$28,267 - \$36,046         | Office Assistant II                | Clerical                 | 27        | \$25,646 - \$32,718         | (\$2,621) -  | (\$3,328) |
| The department is requesting the reclassification of a Fiscal Assistant to an Office Assistant II due to the position requirements needed for the job. As a result of a needs assessment, it was determined that an Office Assistant II position is needed to handle the daily clerical activities of the ARMC Forms Program.   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
| Preschool Services  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00017878        | Y          | General Maintenance Worker        | Craft, Labor, Trade      | 36        | \$31,949 - \$40,747         | General Maintenance Mechanic       | Craft, Labor, Trade      | 42        | \$36,941 - \$47,154         | \$4,992 -    | \$6,406   |
|   | 00017881        | Y          | General Maintenance Worker        | Craft, Labor, Trade      | 36        | \$31,949 - \$40,747         | General Maintenance Mechanic       | Craft, Labor, Trade      | 42        | \$36,941 - \$47,154         | \$4,992 -    | \$6,406   |
| Preschool services is requesting the reclassification of 2.0 General Maintenance Worker positions to General Maintenance Mechanic positions due to the higher level of responsibilities and the lead role they will serve over other General Maintenance Workers.   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
| Transportation - Road Operations  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00000005        | Y          | Supervising Accountant II         | Supervisory              | 60        | \$57,304 - \$73,278         | Supervising Accountant III         | Supervisory              | 64        | \$63,211 - \$80,704         | \$5,907 -    | \$7,426   |
| Transportation - Road Operations is requesting the reclassification of a Supervising Accountant II to a Supervising Accountant III due to the fact that the responsibilities of this position have grown to include revising and implementing new cost accounting systems and participating in making decisions affecting the fiscal operations of the department.  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00004388        | Y          | Engineering Services Technician   | Technical and Inspection | 50        | \$44,907 - \$57,304         | Engineering Technician IV          | Technical and Inspection | 52        | \$47,154 - \$60,174         | \$2,246 -    | \$2,870   |
| Transportation - Road Operations is requesting the reclassification of an Engineering Services Technician to an Engineering Technician IV to better align the classification with the duties of the position. The position has evolved to include more independent judgment and decision making related to engineering practices.   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
| Solid Waste Management - Operations   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00000004        | Y          | Accountant II                     | Admin. Services          | 56        | \$52,021 - \$66,373         | SWMD Chief Accountant              | Supervisory              | 63        | \$61,672 - \$78,790         | \$9,651 -    | \$12,418  |
| Solid Waste Management - Operations is requesting the reclassification of an Accountant II to a SWMD Chief Accountant due to increased complexity and expansion of job duties, including overseeing all advanced accounting functions of the division.  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00074382        | Y          | Staff Aide                        | Admin. Services          | 41        | \$36,046 - \$46,030         | Staff Analyst II                   | Admin. Services          | 56        | \$52,021 - \$66,373         | \$15,974 -   | \$20,342  |
| Solid Waste Management - Operations is requesting the reclassification of a Staff Aide to a Staff Analyst II because the current classification does not correspond to the complexity of the analysis required to satisfy state mandates regarding tonnage and recycling information.   |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |
|   | 00074383        | Y          | Staff Analyst II                  | Admin. Services          | 56        | \$52,021 - \$66,373         | Budget Officer                     | Supervisory              | 63        | \$61,672 - \$78,790         | \$9,651 -    | \$12,418  |
| Solid Waste Management - Operations is requesting the reclassification of a Staff Analyst II to a Budget Officer to better align the the classification with the duties of the position. The position is responsible for development, preparation, justification, and submission of the division's annual budget. This action would align the position with the other Budget Officers within the Department of Public Works.  |                 |            |                                   |                          |           |                             |                                    |                          |           |                             |              |           |

| Dept  | Position Number | Filled Y/N | CURRENT             |                     |           |                             | REQUESTED         |                     |           |                             | DIFFERENCE        |
|---|-----------------|------------|---------------------|---------------------|-----------|-----------------------------|-------------------|---------------------|-----------|-----------------------------|-------------------|
|   |                 |            | Classification      | Representation Unit | Pay Grade | Pay Range beginning 6-23-07 | Classification    | Representation Unit | Pay Grade | Pay Range beginning 6-23-07 | In Pay Range      |
| 00074384  | Y               |            | Media Specialist    | Admin. Services     | 51        | \$46,030 - \$58,698         | Staff Analyst II  | Admin. Services     | 56        | \$52,021 - \$66,373         | \$5,990 - \$7,675 |
| Solid Waste Management - Operations is requesting the reclassification of a Media Specialist to a Staff Analyst II due to an expanded workload caused by changes in state regulations and new programs instituted by the division.  |                 |            |                     |                     |           |                             |                   |                     |           |                             |                   |
| 00074387  | Y               |            | Office Assistant II | Clerical            | 27        | \$25,646 - \$32,718         | Office Specialist | Clerical            | 35        | \$31,158 - \$39,728         | \$5,512 - \$7,010 |
| Solid Waste Management - Operations is requesting the reclassification of an Office Assistant II to an Office Specialist due to the expanded responsibilities of the position. The position requires a higher level of responsibility and independent judgement to better serve the public as their initial point of contact. |                 |            |                     |                     |           |                             |                   |                     |           |                             |                   |